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DEPARTMENT OF EDUCATION
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KEVIN HUFFMAN
COMMISSIONER

MEMORANDUM

To: Directors of Special Education
Special Education Assessment Personnel

From: Nathan Travis, Ed.S., NCSP
Evaluation Services Coordinator
Division of Special Education and Special Populations

Date: January 22, 2013

Re: Indicator 11/Evaluation, Eligibility, Placement Timeline Extension Requests

The purpose of this memorandum is to provide guidance to local education agencies regarding Indicator 11 (timely child find activities) and use of the *Evaluation, Eligibility, Placement Timeline Extension Request* form.

The Tennessee Department of Education—Division of Special Education and Special Populations is placing particular emphasis on the goal of achieving 100% compliance with regard to Indicator 11. To this end, the TDOE—Division of Special Education and Special Populations would like to offer the following recommendations:

1. When the *Notice and Consent for Initial Assessment* is signed by the parent or guardian, the received date must be entered in the Initial Consent for Eligibility Evaluation Received line within the Eligibility tab of Easy IEP. That will populate a Projected Eligibility Determination date by which the evaluation is due. This information should be entered within several days of the received date. LEAs are encouraged to establish a district policy outlining who will be responsible for entering this information, and how the 40 school day due date will be tracked to ensure compliance. Please ensure your district calendar is correct in EasyIEP. The Projected Eligibility Determination date is calculated based on this calendar, so any errors will cause EasyIEP to populate an inaccurate evaluation due date.
2. LEAs are also encouraged to establish a district policy regarding the completion of evaluations by the 40 school day due date. One example might be to create a policy requesting that all evaluations be completed by the 30-day due date rather than the 40-day due date. This would give special education case managers time to provide the required 10-day notice of a meeting to parents/guardians and would also afford ample time to generate a draft IEP. If the

examiner(s) are unable to complete the evaluation by the 30-day due date and it appears that the team may exceed the 40-day due date, then the team might consider submitting an *Evaluation, Eligibility, Placement Timeline Extension Request*. Remember, these requests must be signed by a supervisor of special education and preferably the parent before they are submitted for approval. The following are acceptable reasons for an extension **(Note: there are additional reasons listed on the form that are not acceptable according to OSEP. These reasons remain on the form for monitoring and technical assistance purposes.):**

- Student transfer from another district
- Excessive student absences
- Parent did not show for scheduled meeting, or parent cancelled scheduled meeting too late to reschedule within timelines, or parent requested to schedule meeting outside of timelines
- Student/parent serious medical issues
- Repeated attempts to contact parent failed
- Student shows documented progress when provided with research-based interventions in general education classroom

Please email these requests if possible. If you are unable to send them via email, please fax them to the attention of Nathan Travis at (615) 532-9412. If faxed, please make sure you accompany the request with a facsimile cover letter.

3. Districts are encouraged to establish a written policy outlining all referral/evaluation procedures. It is important within this plan to identify steps of the process and persons responsible for each activity. These policies should be reviewed/revised annually by all applicable stakeholders. A sample LEA Child Find Plan will be made available upon request.

For additional information and/or clarification, please contact Nathan Travis at (615) 532-6194 or Nathan.Travis@tn.gov.

cc: Joey Hassell, Assistant Commissioner of Special Populations
Nan McKerley, Executive Director of Special Education
Jerry Bush, Director of Monitoring and Support
Bill Wilson, Assistant General Counsel for Special Education